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Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft Project 2021: Part 1



About This Course:

This introductory course is designed to provide participants with the foundational skills needed to effectively plan, organize, and manage projects using Microsoft Project Professional. From understanding core project management concepts to creating and finalizing a complete project plan, this course equips learners with the tools to start managing projects more confidently and efficiently.

Course Objectives:

- Understand basic project management concepts within the context of Microsoft Project.
- Navigate the Microsoft Project Professional interface with confidence.
- Create and structure a new project plan.
- Add and organize tasks using task modes and scheduling options.
- Establish task relationships and dependencies.
- Assign and manage project resources.
- Finalize and review a completed project plan for implementation.

Audience:

- New or aspiring project managers looking to learn project planning software.
- Project coordinators and team leads who support planning and scheduling activities.
- Business professionals involved in project tracking or resource planning.
- Individuals preparing to use Microsoft Project in a project-driven environment.

Prerequisites:

- Basic computer literacy and familiarity with Microsoft Office applications (especially Excel or Word).
- No prior experience with Microsoft Project is required.
- Some understanding of general project management terms is helpful but not mandatory.

Course Outline:

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